

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 October 1977

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9 June 1977

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#### ENERGY CONSERVATION

1. At the direction of the President, the Administrator of General Services has issued instructions to the managers of all Government-occupied buildings to reduce energy consumption.

2. The portions of these instructions that are of primary interest to Agency employees are as follows:

a. "During the seasonably hot months, air cooling systems shall be held at not lower than 78° - 80°F during working hours.

b. "Humidity controls shall not be provided for general office use.

c. "The operation of portable cooling devices and fans in Government-owned or -leased space is prohibited.

d. "Exceptions may be necessary for the protection and operation of certain specialized equipment;...Such exceptions may be granted only after consultation with appropriate technical personnel of the agency requesting the exception and the presentation of necessary supporting evidence. Exceptions will be granted by the official responsible for the operation and maintenance of the facility...."

3. In accordance with the above directives, the General Services Administration (GSA) will maintain the temperatures in all Headquarters Building office areas between 78° - 80°F during the summer months. Throughout the years certain areas in the Headquarters Building have been chronically uncomfortable during peak summer and winter periods. This has been the result of the many changes in the number and location of personnel and equipment within the building since its original design that have caused the building heating, ventilating, and air-conditioning systems to become unbalanced. Long-term corrective actions for the building systems are planned by the Agency through GSA.

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Although some of the corrective actions have already been accomplished, the remaining work will take several years to complete. In the interim the Agency, in cooperation with GSA, will take all possible remedial steps to maintain office temperatures in these areas between 78° - 80°F.

4. Due to the lack of humidity control in the Headquarters Building, humidity level within office areas may become high for certain periods during the summer months causing an additional measure of discomfort. The present Government guidelines on work dismissal due to high temperature/humidity levels are as follows: temperature 95, humidity 55; temperature 96, humidity 52; temperature 97, humidity 49; temperature 98, humidity 45; temperature 99, humidity 42; and temperature 100, humidity 38.

5. In addition, in order to reduce energy consumption, all Agency personnel are requested to participate this summer by limiting and reducing demands for energy in their work areas. Some simple steps include closing blinds to keep the heat of the sun out, turning off lights in unoccupied areas and where there is adequate natural light, and turning off electrical equipment when not in use. Also, due to the higher temperature and humidity levels which will be experienced, more comfortable and loose fitting clothing may be worn as appropriate.

6. Your response to past energy conservation challenges has been excellent, and the continued cooperation of all Agency personnel is appreciated.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

John F. BLAKE  
Deputy Director  
for  
Administration

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